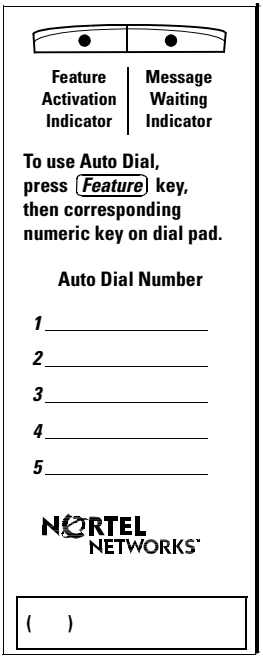
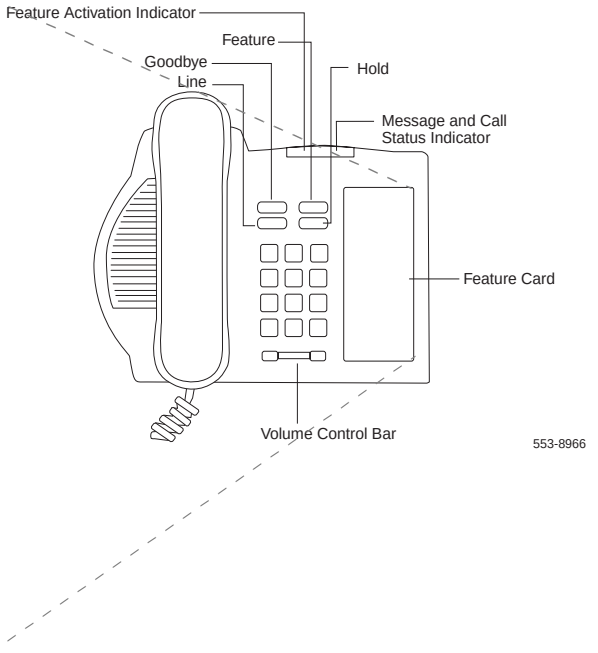
M3901 Quick Reference Guide

The M3901 entry telephone features are presented below. Information on how to use the features begins on page two.

M3901 features

- **One Line Key (Main Directory Number (DN))**
- **Five Programmable Features**
- **Four Fixed Keys:**
  - Hold Hold / — Line Line / Main Directory Number (DN)
  - Goodbye Goodbye / — Features Feature / Fx
- **Volume Control Bar**
- **LED Indicators (Message and Call Status Indicator/Feature Activation Indicator)**
- **Feature Card:**
  The M3901 supports five programmable features. The Feature Card lists the five features or Auto Dial numbers assigned to your telephone. The Feature Card lists the dial pad number key assigned to each feature. This card is attached to your telephone.





Fixed Keys

Line Key: The Line/ (DN) Key is used for incoming and outgoing calls. Lift the handset to answer calls or to make an outgoing call.

Feature Key: To use a feature, press the Feature/Fx Key followed by a dial pad number key to activate a feature.

Goodbye Key: Press the Goodbye/ Key or replace the handset to end a call.

Hold Key: Press the Hold/ Key to put an active call on hold. When a call is on hold, the Message and Call Status Indicator winks until you take the call off hold. Press the Line/ (DN) Key to take a call off hold.

Volume Control Bar: Adjust the speaker or handset volume by pressing the Bar. Press the left side to lower the volume or press the right side to raise the volume. To adjust the ringer volume, press the Bar while the telephone rings. To raise the volume of the handset, press the Bar when the handset is off hook.

Make a call

Lift the handset and dial the number. **OR**

Press the Line/ (DN) Key and dial the number with the handset in the cradle (you can dial on-hook). Lift the handset and speak when the party answers.

To end an active call, replace the handset. **OR** Press the Goodbye/ Key.

Receive a call

To receive a call lift the handset when the telephone rings and begin to talk.

To end a call, replace the handset. **OR** Press the Goodbye/ Key.

Note: The Message and Call Status Indicator flashes for an incoming call.

Feature Activation Indicator

The Feature Activation Indicator (FAI) lights when a feature is active (for some features it winks). The FAI is the status indicator for all five features.

Message and Call Status Indicator

The Message and Call Status Indicator and the Feature Activation Indicator turns on to indicate a message is waiting. The Message and Call Status Indicator is also the indicator for an incoming call and the indicator for a call on hold. The Message and Call Status Indicator does not indicate a message waiting, if a call is on hold or if there is an incoming call.

Status of Message and Call Status Indicator LED

On (steady light)	A message is waiting
Wink (slow flash)	An incoming call is ringing
Flash	A call is on hold
Off	No message waiting, no call on hold, and no incoming call

To use a programmed feature

In order to activate a feature, your system administrator programs your selected five features for your telephone. Refer to the Feature Card on your telephone for a list of features and activation numbers. To activate one of the five features, press the Feature/Fx Key followed by the dial pad number key assigned to the feature. The Feature Card lists the feature activation numbers for each feature. You have 30 seconds to complete the Feature Key sequence or the process ends.

Press the Feature/Fx **Key** and the # Key to deactivate all active features.

To program an Auto Dial Key

While the handset is on hook, press the Feature/Fx Key followed by the Auto Dial Number assigned on the Feature Card. The Feature Activation Indicator (FAI) flashes. Dial the number you want to program as your **Auto Dial** Number.

Press the Feature/Fx Key followed by the dial pad number key assigned to the Feature. The FAI LED stops flashing.

To use an Auto Dial number

Lift the handset or press the Line (DN) Key. Press the Line/ (DN) Key.

Press the Feature/Fx Key followed by the Auto Dial Number assigned on the Feature Card. The feature, **Auto Dial Number,** automatically dials the number.

To store a Speed Call number

Press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Speed Call**. The FAI LED flashes. Dial the Speed Call code (1 to 3 digits-contact your system administrator for details), followed by the telephone number it represents. Press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Speed Call** Feature.

Note: If the system accepts the entry, the FAI LED stops flashing. If the system does not accept the entry, the FAI continues to flash.

Make a Speed Call

Lift the handset or press the Line/ (DN) Key. Press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Speed Call**. Dial the Speed Call code (1 to 3 digits) for the number you need to call. The Speed Call feature dials the number automatically.

To use Call Transfer

To transfer a call to another telephone number, press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Call Transfer**. Dial the number where the call is to be transferred. Press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Call Transfer.** Replace the handset to transfer the call.

Note: On the Meridian SL-100, if you press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for the **Call Transfer** feature again, you join the two parties. If you press the Goodbye/ Key after dialing the transfer number, you transfer the call.

Make a Conference Call

To add an additional party to an established call, press the Feature/Fx Key followed by the dial pad number key, assigned on the Feature Card for **Conference**. Dial the number of the party you are adding to the call. Press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Conference.** This adds the party to the **Conference Call**. Press the Goodbye/ Key if you make an error while dialing or if the call is busy or no answer. Press the Line/ (DN) Key to return to the original call.

Note: Repeat the above process to add up to six people to a Conference Call.

To activate Ring Again

Ring Again notifies you when the person you called is available to receive a call. To use **Ring Again,** dial your party's number. If the number is busy or no answer, press the Feature/Fx Key followed by the dial pad number key assigned on the Feature Card for **Ring Again**. Press the Goodbye/ Key. Press the Line/ (DN) Key or lift the handset when you hear the **Ring Again** tone. Press the Feature/Fx Key followed by the dial pad number key listed on the Feature Card for **Ring Again**. The number dials automatically. To cancel the **Ring Again** feature, press the Feature/Fx Key followed by the dial pad number key assigned to **Ring Again** before you hear the **Ring Again** notification tone.